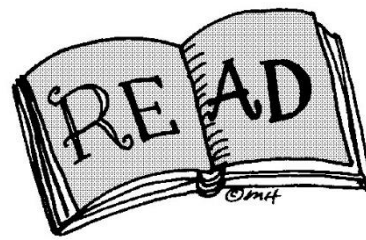
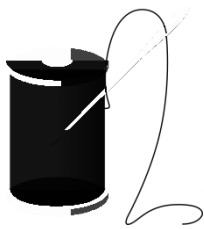




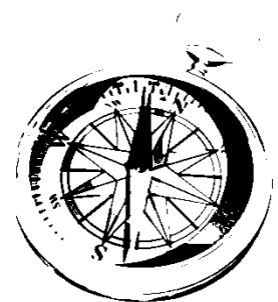
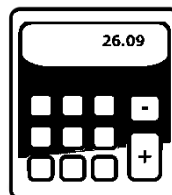
Parmiter's School

SEN Transition Booklet

September 2023



Language ភាសា Linguaggio ЯЗЫК  
 Γλώσσα Język ភាសា بولى لسان  
 ቋንቋ ភាសា Language  
 भाषा భాషা ভাষা 言語  
 Linguagem Wiká ភាសា ភាសា اللغة  
 Sprache 语言 ភាសា Bahasa 언어



# Welcome!



We hope that you have a very enjoyable summer holiday and are excited about joining Parmiter's School in September. We are very much looking forward to welcoming you.

If you haven't already done so, why not have a look at the school website to find out a little more about your new school:

<https://www.parmiters.herts.sch.uk/>



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# Student Comments

Here are some comments from previous Year 7 students who have been through this already and know exactly how you are feeling ...

I thought I would get lost all the time but I found it easier than expected - there was always a teacher or other grown up to ask if I did get lost.

I was worried that I would not see my primary school friends again, but some of the students from my primary school went to Parmiter's and I made new friends.

I was worried that teachers would be really strict but they're all really nice.

I was dreading all the homework, but I soon realised that there wasn't as much as I thought there would be.

I was worried that I would be lonely at lunchtimes but I made friends really quickly and went to lunch with them all the time, or went to a club.

I thought the work would be really hard but it was fine. Also there are teaching assistants to help in some lessons.



# Key People

**Mrs Mullett  
Head of Year 7**



**Mrs Craigie  
Matron**



**Mrs van Rooij  
SENCo  
Joint Head of Curriculum Support**



**Miss Crawley  
SENCo  
Joint Head of Curriculum Support**



**Mrs Drayson  
Lead SEN Teacher (KS3)**



**Miss Samuels  
Lead SEN Teacher (KS4/5)**



**Mr Jones  
Headmaster**



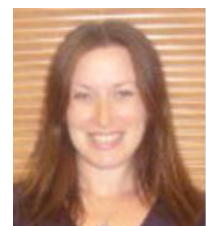
**Mrs Berks  
Deputy  
Headteacher**



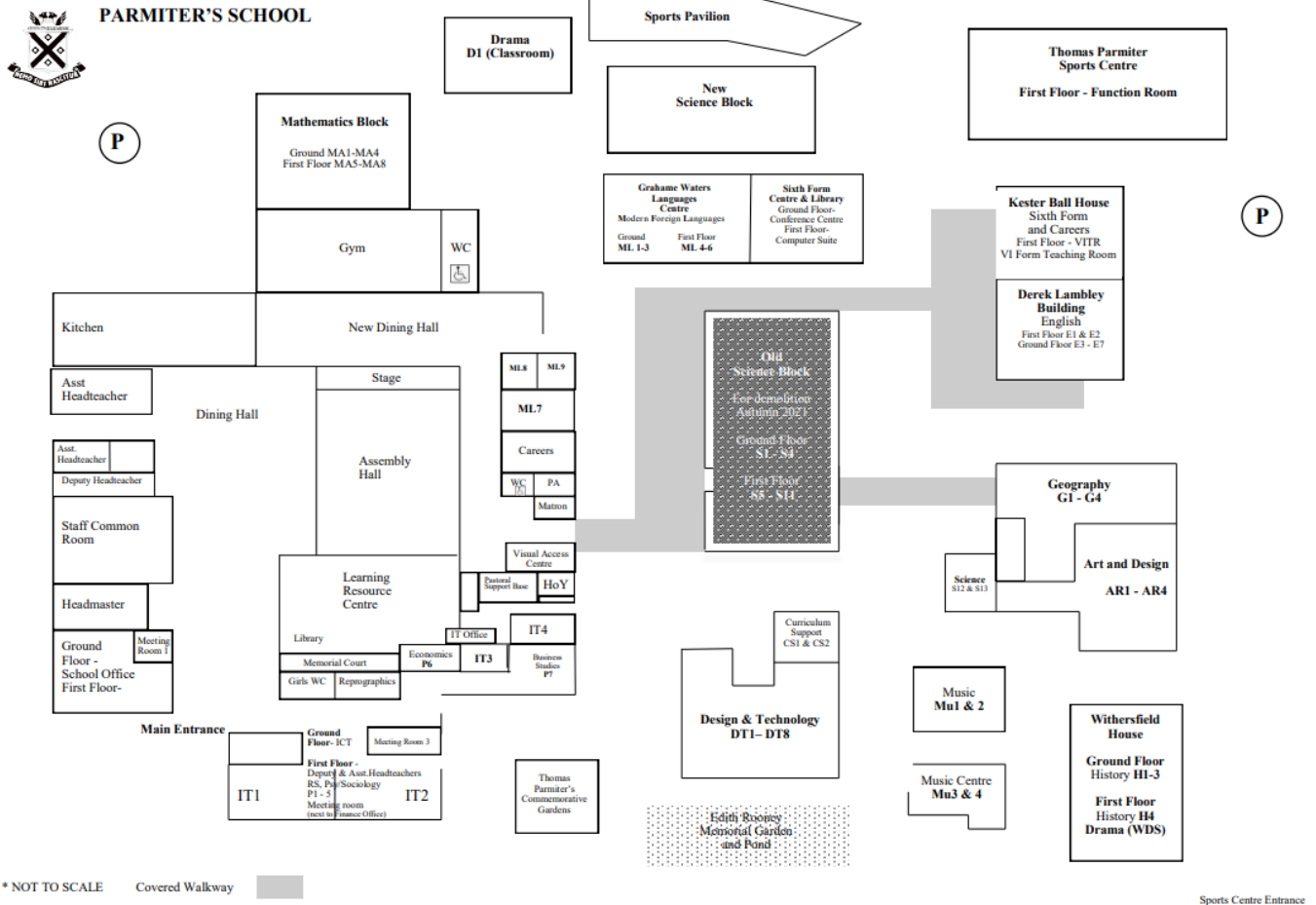
**Mr Hughes  
Deputy  
Headteacher**



**Miss Absalom  
Assistant  
Headteacher  
(SEND)**



# Map of the School



## Finding your way around the school

You mustn't worry about getting lost, especially during the first couple of weeks. It will take you a little while to find your way around but it will soon become easy. You can always ask another student or a teacher to help you, or if you can find Reception, you can ask Mrs Taylor, the Receptionist.



**CURRICULUM SUPPORT (SEN DEPT)**



**DESIGN & TECHNOLOGY**



**DRAMA**



**MODERN FOREIGN LANGUAGES (MFL)**



**SCIENCE**



**MATHS**



**ENGLISH**



**GEOGRAPHY**



## HISTORY



## COMPUTER SCIENCE



## ART



## LRC



## RS





# Curriculum Support

## (SEN Department)

You can come to Curriculum Support if you need some help and don't feel comfortable asking your Form Tutor or Head of Year – or just pop in and say hello! The people you will find in Curriculum Support are:

- Mrs van Rooij - SENCo – Joint Head of Curriculum Support
- Miss Crawley - SENCo – Joint Head of Curriculum Support
- Mrs Drayson - Lead SEN Teacher (KS3)
- Miss Samuels - Lead SEN Teacher (KS4/5)
- Mrs McQueen - SEN Office Manager

Teaching Assistants:

Mrs Leathes, Mrs Davies, Mrs Anthony, Mrs Lee, Mrs Elms, Mrs Weaver-Jones, Ms Sanders, Mrs Beesley, Mrs Hocking, Ms Calatrava, Mrs Vanner, Mrs Cohen, Mrs Kightley, Mrs Stevens, Mrs Burke, Mrs Lewis, Miss Thomas, Mrs Rezaie























All of the Teaching Assistants are based in Curriculum Support. During lesson times they will be supporting students in class or working with a student in Curriculum Support.

In Curriculum Support there are two classrooms, one small 'quiet room' and an office. It can be very busy in Curriculum Support, especially at lunchtimes. We have a choice of different clubs you can attend if you would like to, including:

Games Club  
Social Club  
Mindfulness  
Chit Chat Club

There are lots of other lunchtime clubs which are held by other departments, you will be given details of these by your Form Tutor.

## SEN Department Staff 2023-2024

 <p><b>MRS VAN ROOIJ</b> SENCo JOINT HEAD OF CURRICULUM SUPPORT</p>	 <p><b>MISS CRAWLEY</b> SENCo JOINT HEAD OF CURRICULUM SUPPORT</p>	 <p><b>MRS DRAYSON</b> LEAD SEN TEACHER KS3</p>	 <p><b>MISS SAMUELS</b> LEAD SEN TEACHER KS4/5</p>	 <p><b>MRS McQUEEN</b> SEN OFFICE MANAGER</p>
 <p><b>MRS ANTHONY</b> TEACHING ASSISTANT</p>	 <p><b>MRS BEESLEY</b> TEACHING ASSISTANT</p>	 <p><b>MS BURKE</b> LEAD TEACHING ASSISTANT VAC</p>	 <p><b>MS CALATRAVA (MFL)</b> TEACHING ASSISTANT</p>	 <p><b>MRS COHEN</b> LEAD TEACHING ASSISTANT MEDICAL</p>
 <p><b>MRS DAVIES</b> TEACHING ASSISTANT</p>	 <p><b>MRS ELMS</b> LEAD TEACHING ASSISTANT ASD</p>	 <p><b>MRS HOCKING (VAC)</b> TEACHING ASSISTANT</p>	 <p><b>MRS KIGHTLEY</b> TEACHING ASSISTANT</p>	 <p><b>MRS LEE (VAC)</b> TEACHING ASSISTANT</p>
 <p><b>MRS LEATHES</b> TEACHING ASSISTANT</p>	 <p><b>MRS LEWIS</b> TEACHING ASSISTANT</p>	 <p><b>MS SANDERS</b> TEACHING ASSISTANT</p>	 <p><b>MRS STEVENS</b> TEACHING ASSISTANT</p>	 <p><b>MISS THOMAS (VAC)</b> TEACHING ASSISTANT</p>
 <p><b>MRS VANNER</b> TEACHING ASSISTANT</p>	 <p><b>MRS WEAVER-JONES</b> TEACHING ASSISTANT</p>	<p><b>MRS REZAIÉ</b> LEAD TEACHING ASSISTANT MEDICAL</p>		

# Teaching Assistants

You might see Teaching Assistants in some lessons, they are there to support everybody in the class. You can ask Teaching Assistants questions about your work or about anything you are worried about or want some help with. Teaching Assistants work closely with the Teachers and can explain things to you if you're not sure about something and will be able to guide you with your work.

You won't be the only one who doesn't know all the answers ...

If you're unsure about something, ask me!

You're not the only student feeling a bit shy ...

Strive for progress, not perfection ...

The best preparation for tomorrow is doing your best today ...

Always put your hand up if you want to say something ...

Don't worry if you get something wrong, we all do that sometimes!  
Forget the mistake, remember the lesson ...

# Break and Lunchtimes

**Old Dining Hall**



**New Dining Hall**



**Covered Area**



## Where do we go at break and lunch times?

There are two dining halls, which we call the Old Dining Hall and the New Dining Hall, and there are different queues for the canteen. You will be told where you need to queue depending on what you want to eat. The queues can be quite long but they are supervised by members of staff so, if you have any problems, there will be somebody there to help you. If you have a packed lunch, you can eat this in the New Dining Hall or under the Covered Area outside. Once you have had your lunch, you can go to a club or the Year 7 playground until period 5 starts at 2.20pm.

Different year groups use different playgrounds – your Form Tutor will show you where Year 7 students can go. There are always members of staff supervising the playgrounds, so there will always be help if you need it.

## How and where do we buy food?

On your first day, your form tutor will take you to do your 'thumbprint' for **Wisepay**. This is how you will pay for your food from the canteen – you will not be using cash. Your parent/carer can top up your Wisepay account online or you can top up your account at school using the top up machines in the canteen and outside the Finance Office. There is a daily limit, so you will need to be careful how much you spend on food during the day.





# The School Day at Parmiter's

This is what happens on a normal school day:

Time	What happens?
8.35am - 8.55am	Registration in form rooms with form group. You will either stay in your form room until 8.55am or you will go to assembly.
8.55am - 9.55am	Period 1
9.55am - 10.55am	Period 2
10.55am - 11.20am	<b>Break Time:</b> A bell will ring at the end of period 2 and your teacher will let you go to break. You can meet your friends and buy a snack from the canteen. You will be outside for break time, there is a covered area so you can still go outside if it's raining - unless it's raining very hard, in which case students are allowed to stay inside.
11.20am - 12.20pm	Period 3
12.20pm - 1.20pm	Period 4
1.20pm - 2.20pm	<b>Lunch Time</b> is from 1.20pm to 2.20pm. A bell will ring at the end of period 4 and your teacher will let you go to lunch. As with break time, you can meet your friends, buy lunch from the canteen or eat your packed lunch. You may have a club to go to.  <i>During the first two weeks of school, you will have the opportunity to attend lunch a little bit earlier. This will give you the chance to get the hang of things without all the other year groups.</i>
2.20pm - 3.20pm	Period

# Timetable and Homework

You will be given your timetable (and your homework timetable) by your form tutor, which will show you when and where your lessons are and which teachers you will have.



## Chromebook



Most students will have a Chromebook. This will be used in a lot of lessons and for homework. All students with a Chromebook are expected to charge it each night before school, so that it has enough power for a whole day at school. You should not bring your charger to school.

# Parmiter's School Uniform

## Option A



- Plain black socks (no trainer socks).
- Plain style black shoes (not canvas or trainer style), flat ankle boots may be permitted with prior permission from SLT.

## Option B



- Black tights (plain).
- Plain black socks (no trainer socks), socks must be worn over tights. Leggings with socks not permitted.
- Plain style black shoes, low heeled (51mm max), not platform soles or sling backs, trainer style or canvas. No dolly shoes, as this do not provide sufficient covering in Science and D&T lessons.
- Flat ankle boots may be permitted with prior permission from SLT.

## Option C



- Plain black socks
- Plain style black shoes (not canvas or trainer style), flat ankle boots may be permitted with prior permission from SLT

<p><b>All Options</b></p>	<ul style="list-style-type: none"> <li>• Plain blue or black topcoat (no large motifs). Hooded sweatshirt tops, hoodies, leather/imitation leather jackets or coats not permitted.</li> <li>• Optional scarf – school or plain black or blue.</li> <li>• Plain gloves (in cold weather), navy or black, worn to and from school only.</li> </ul>
<p><b>Make-up &amp; Jewellery</b></p>	<ul style="list-style-type: none"> <li>• Make-up, nail varnish, acrylic/gel/shellac/nail extensions of any kind are not permitted.</li> <li>• False eyelashes, fake tan and tattoos are forbidden.</li> <li>• No jewellery allowed except for one gold or silver stud in each ear. No other piercings allowed.</li> <li>• Badges, except for those connected with school, may not be worn.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• In winter, boots may be worn to and from school.</li> <li>• Shoes are to be worn during the school day. During excessively cold weather students will be allowed to wear boots, but only when specified by the Deputy Headteacher.</li> </ul>



# Lockers



Year 7 students have their own locker area, which is located off the new dining hall. Lockers must be applied for in advance – parents/carers will have received information on this.

# Lost Property



If you lose something at school, check that it hasn't been handed in to Reception. If it isn't there it may have been taken to Lost Property, which is located in the PSB (Pastoral Support Base) where Mrs Doran will try to help you. For PE kit, you could also try the PE Department Lost Property.

# The School Buses



You will know which number bus you will be travelling on to and from school. The buses arrive at school in time for registration in the morning, unless there has been a delay due to traffic. On these occasions you must not worry about being late, your teachers will be told that there has been a delay. At the end of the school day, you will get the bus from the Sports Hall Playground. In the morning and afternoons, there will be members of staff on the Playground to help you if you have any problems.